Safeguarding & Prevent Duty Policy

Version 1.0 · November 2026 · Next review: November 2027

1. Policy Statement

It is the policy of ADI TA Edit Advanced Driving Instructor Training Academy Limited (ADITA) to safeguard and promote the welfare of all learners and staff. We believe that all learners have the right to learn in a safe, supportive environment, free from harm, abuse, neglect and exploitation. This policy applies to all staff, contractors, volunteers and learners.

2. Our Commitment

- We will safeguard the welfare of all learners regardless of age, ability, gender reassignment, marriage/civil partnership status, pregnancy/maternity, race, religion or belief, sex, or sexual orientation.
- We have zero tolerance for any form of abuse, harm or exploitation.
- All concerns will be taken seriously, recorded and referred appropriately.
- We comply with the Prevent Duty (2011) — to have due regard to the need to prevent people from being drawn into terrorism.

3. Key Procedures

Situation	What Happens
Concern about a learner	Report immediately to the Designated Safeguarding Lead (DSL) — Academy Director
Concern about staff	Report directly to the College Safeguarding Lead and/or local authority designated officer
Prevent / radicalisation concerns	Refer via college procedures or the Act Early website; contact Channel programme via local authority
Record-keeping	All concerns logged confidentially; records stored securely; shared only with those who need to know

4. Designated Safeguarding Lead (DSL)

- Name: _____
- Role: Academy Director
- Contact: _____

- Alternative DSL: _____

5. Prevent Duty

All staff receive annual awareness training on the Prevent Duty. We ensure our curriculum and ethos promote British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

Signed (Academy Director): _____ Date: _____